

General End User Guide

## 1.2.20 Home Screen



# TrackOne

S T U D I O

This document will assist you in navigating through the Learning Analytics Suite as both an Administrator, and as a set user type with fewer permissions enabled in their setup, ie. Staff or Student. Please carefully review all instructions set out in the Help Documentation made available.

If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to [helpdesk@trackonestudio.com](mailto:helpdesk@trackonestudio.com).

## Home Screen

The screenshot shows the 'Demonstration School Learning Analytics Suite' interface. On the left is a vertical 'Main Menu' with icons for Analytics, Home, Student Results, Class Results, Class Tools, Data Entry, Subject Results, Cohort Results, Pastoral Care, External Results, Reports, Awards, Academic Mentoring, and Parent Gateway. A 'Need Help?' button is at the bottom of the menu.

The main content area is titled 'Welcome' and contains a 'Quick Links' section with icons for Locate Student, Student Profile, Class Summary, Class Placemat, Class Goals, Class Wellbeing, Cohort Summary, External Results, Absence Analysis, Incident Analysis, and Administration.

On the right, there are three sections: 'All Classes (Year 12; Semester 1, 2020)' with a table of classes, 'Report Pickup' with a table of reports, and 'My Alerts' with a table of alerts.

Numbered callouts are placed over the interface: 1 on the Analytics menu icon, 2 on the Cohort Summary icon, 3 on a class row in the 'All Classes' table, 4 on a report row in the 'Report Pickup' table, 5 on the 'My Alerts' section header, and 6 on the 'Need Help?' button.

Year Level	Subject	Subject Description	Department	Teacher	Class	#
12	12ACC_1501	Accounting	BUS	ACF	1-ACF	9
12	12BIO_1501	Biology	SCI	AEQ	1-AEQ	17
12	12BIO_1502	Biology	SCI	AOR	2-AOR	19
12	12BUS_1501	Business Management	BUS	ANX	1-ANX	15
12	12BUS_1502	Business Management	BUS	ANX	2-ANX	1
12	12BUS_1503	Cert III in Business	BUS	ANX	1-ANX	4
12	12CHE_1506	Chemistry	SCI	ADI	1-ADI	24
12	12DRA_1507	Drama	ART	ADJ	1-ADJ	9

Download Link	Status	Job Number	Report Name	Date Created	Date Finished	Expiry Date	Remove
	Ready	202007291	Pathways-AGR-MyWellbeingSemester12020From20-Apr-2020Ending26-Apr-2020-Year12-27-Apr-2020	27 Apr 2020 08:31	27 Apr 2020 08:31	26 Jun 2020 08:31	
	Ready	J007291	Pathways-AGR-MyWellbeingSemester12020From20-Apr-2020Ending26-Apr-2020-Year12-27-Apr-2020	27 Apr 2020 07:48	27 Apr 2020 07:48	26 Jun 2020 07:48	

Student Number	Surname	Given Names	Year Level	Year Level When Alert Set	Alert Date	
S856661	Jamieson	Leon	12	12	14 Jan 2020	

1. The **Main Menu** is available throughout the application. Items appearing in this menu will vary depending upon the user's level of access.
2. **Quick Links** are available throughout the application. Items appearing in this table will vary depending upon the user's level of access.
3. **My Classes/All Classes** lists the classes taught by the user.
  - o Clicking on an individual class will redirect the user to the **Class Summary** component.
  - o Clicking the plus icon lists all students within that class.
  - o Clicking on an individual student will redirect the user to the **Student Details** component.

**Note:** The **Class Summary** or **Student Results** components are a great starting point for users who are new to the Suite.
4. **Report Pickup** holds any reports that have been generated for the user.
5. **My Alerts** lists any students who the user has placed an alert on.
6. **Need Help?** is available throughout the application.